



Board of Nursing Home Administrators
PO Box 47877
Olympia, WA 98504-7877
360.236.4766
Fax 360.236.2406

Request for Approval of Educational Offering

Note: Enclose course brochure or agenda and time breakdown with this request. All course requests must be received before the course begins. **There will be no exceptions.**

Title of course (limit of 15 words—should be descriptive contents):		
Date(s) of course	Location of course	
Sponsor's name		
Type of organization (religious, educational, etc.)		
Send approval letter to (name)		Telephone
Address		
Is it possible that this offering might be repeated? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will certificate be issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
List name of instructor(s) and their qualifications to teach assigned content _____ _____ _____		
Purpose of offering _____ _____ _____		
Learner's objective(s) _____ _____ _____		
Method(s) of presentation _____ _____ _____		
How does this program relate to nursing home administration? _____ _____ _____		
For Board/Program Use Only		
Course approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours approved	If course not approved, reason(s)
Reviewed by		Date

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Board of Nursing Home Administrators Continuing Education Review Criteria

Purpose

To provide a standard and uniform method of evaluating the continuing education activities required for maintenance of license of Nursing Home Administrators in Washington State.

The Washington State Board of Nursing Home Administrators (BNHA) recognizes three basic methods of continuing education learning.

- I. Seminars
- II. Teleconferencing which includes audio and/or video presentations with a live moderator
- III. Self-study programs which can be of any combination of or just one of the following methods:
 - a. Video tapes
 - b. Audio tapes
 - c. Booklet
 - d. Internet

Criteria for Program Approval (Seminars, Teleconferences, Self-Study)

- I. Relevance of subject matter
 - a. Must relate to nursing home administration (see Domains of Practice).
 - b. Must be designed to promote continued knowledge, skills and attitudes with current standards in nursing home administration.
 - c. Assist administrators in the improvement and enhancement of their professional competencies.
 - d. Programs which deal with internal affairs of an organization do not qualify for credit.
- II. Faculty qualifications
 - a. Have experience in long-term care, if appropriate, content and subject matter.
 - b. Have expertise in teaching and instructional methods suitable to subject presented.
 - c. Have suitable academic qualifications and experience for subject presented.
- III. Learning objectives
 - a. Be reasonable and clearly stated.
 - b. Must be stated in behavioral terms, which define the expected outcomes for participants.
 - c. Must demonstrate the consistence of content (objectives).
 - d. Must identify mechanism by which learning objectives are shared with participants

- IV. Teaching methods
 - a. Must be clearly stated.
 - b. Must be appropriate to subject matter, and allow suitable time.
 - c. Must describe instructional aids and resource materials utilized.
- V. Sponsors must have expertise in the subject matter presented and must be from any of the following categories:
 - a. Accredited educational institutions.
 - b. Recognized professional or trade association.
 - c. Other legitimate organizational entities capable of conducting adult continuing education.
- VI. Certification of attendance
 - a. Must state method to be used.
 - b. Must provide certificates to each participant, listing number of clock hours.
 - c. To receive full credit, attendees must attend the full program.
 - d. The maximum number of hours which can be earned shall be seven (7) hours per day.
- VII. Instructional hours
 - a. Must be based upon clock hours (60 minutes = 1 clock hour).
 - b. Schedule must show registration, break and meal times (not included in credit hours), and breakdown of daily educational activities.
 - c. Course must be a minimum of one (1) hour in length.
 - d. Times will be calculated in half hour increments (e.g., 2.75 hours will be calculated at 3 hours).
 - e. Calculations for college courses are:
 - Semesters at 15 hours per each unit.
 - Quarters at 10 hours per each credit.
- VIII. Target group for program
 - a. Nursing home administrators.
 - b. Other disciplines.

Additional Criteria for Self-Study Programs

- I. Self-Study programs defined
 - a. May be any combination of, or just one, of the following:
 - 1. Video
 - 2. Audio tapes
 - 3. Booklet
 - 4. Internet

- II. Self-Study program description
 - a. Must describe total learning package.
 - b. Must include outline of course content.
 - c. Must include instructions for program completion.
 - d. Must include pre- and post-test as part of learning package.
- III. Testing design procedures
 - a. Must provide test writer's qualifications.
 - b. Sponsor must demonstrate test security.
 - c. Participant must receive a grade of 70% or higher in order to pass test.
 - d. Must have follow-up procedure for participants scoring less than 70%.
- IV. Instructional hours
 - a. Must describe the method used for determining the number of study hours required to complete the program of study.
 - b. Clock hours will be approved based upon the ratio of one (1) clock hour for each hour necessary to complete the learning activity.
 - c. The number of clock hours for any self-study program shall not exceed fourteen (14) hours.

Review Process

- I. Sponsors automatically approved are:
 - American Association of Housing and Services for the Aging (AAHSA)
 - American College of Health Care Administrators (ACHCA)
 - Any state professional association affiliated with NAB NCERS registered or certified sponsors.
 - Assisted Living Federation of America (ALFA)
 - Department of Social and Health Services (DSHS)
 - National Association of Boards of Examiners for Nursing Home Administrators (NAB)
 - NAB National Continuing Education Review Service (NCERS)
 - Certified sponsors
 - Internet-based program sponsors
 - Registered sponsors
 - Self-study program sponsors
 - Oregon Health Care Association
 - Residents Council of Washington
 - Washington Association of Housing and Services for the Aging
 - Washington Health Care Association
 - Washington Long-Term Care Ombudsman
- II. Reviewers are members of the BNHA or staff
- III. Types of programs to be reviewed:
 - Appropriately designed for nursing home administrators.

IV. Submission deadline

Must submit request for approval form and a course brochure or outline at least one day before the course to:

Department of Health
Nursing Home Administrator Program
P.O. Box 47877
Olympia, WA 98504-7877
Fax: 360.236.4700

V. Disapproval

If a program is disapproved, the requestor is notified in writing of the reasons for rejection.

VI. Appeal process

If a program is disapproved, the requestor has 30 days to appeal in writing. The appeal must include a copy of the original application package and any additional information needed for clarification.

Domains of Practice

Environmental Services

Sanitation Procedures
Housekeeping Procedures
Infection Control
Pest Control

Financial Management

Budgeting
Generally Accepted Budget Formats
Financial Statements
Manpower Needs
Census Trends
Economic Trends
Industry Trends
Consumer Trends
Competitive Services Available in Community
Facility's Capital Needs
Regulatory Requirements for Budgeting
Techniques for Determining Reasonable Costs
Pricing
Need for Reserve/Profit
Completing an Integrated Budget
Financial Planning
Planning Process
Programs within the Facility
Financial Resources
Financial Ratios
Financial Analysis Methods
Fixed vs. Variable Costs
Industry Standards
Interpreting Financial Results for Board and/or Appropriate Staff
Asset Management
Good Cash Flow Procedures
Cash Flow Needs and Trends
Loan Acquisition
Insurance Needs of the Facility
Inventory Controls
Banking Procedures
Long- or Short-term Investments
Auditing Procedures Related to Asset Management System
Accounting
Bookkeeping Procedures
Financial Reports
Cost Reports

Tax Reports
Payroll Recordkeeping
Regulatory Accounting Requirements
Collection Procedures
Billing Procedures
Patient Financial Screening
Patient Banking Procedures
Patient Account Management
Ancillary and Other Revenue-Producing Sources
Accounts Aging
Assessment Methods of Accounting System
Purchasing Procedures
Comparative Pricing
Group Purchasing
Material Management
Purchase Discounts
Accounts Payable Control System
Payroll Procedures
Assessment Methods of Accounts Payable System

Food Services

Role of Registered Dietician
Proper Nutrition
Frequency of Meals
Therapeutic Diets
Responding to Patient Satisfaction

Laws, Rules, and Governing Boards

Washington State Rules and Statutes
Medicare and Medicaid
Labor Laws
Life Safety
Building Codes
OSHA
Federal Regulations
Civil Rights Laws
Resident Bill of Rights
Tax Laws (Proprietary and Nonprofit)
Legislative Process
Licensing and Certification
Long-Term Care Ombudsman
Professional Licensing Boards
Governing Boards
By-Laws
Directives Generated by Board
Responsibilities to the Board

Legal Aspects of the Corporation
The Governing Board and Its Organization

Maintenance

Building and Grounds Maintenance
Preventive Maintenance
Availability of Equipment and Operating
Manuals
Original Blueprints and Where They are Kept
Environmental Design for the Elderly and the
Handicapped

Marketing and Public Relations

Public Relations Activities
Newsletter Construction
Community and Social Organizations
Need for Participating in Community Functions
Handling Media Questions
Legislative Process and How to Use It
Basic Public Relations Principles
Marketing Program
Newsletter Construction
Community and Social Organizations
Need for Participating in Community Functions
Handling Media Questions
Legislative Process and How to Use It
Basic Marketing Principles

Medical Services

Medical Terminology
Physicians' Role in the Facility
Provision of Emergency Services
Available Physician Resources
Physician/Patient Relationship
Quality Assurance

Personnel Management

Maintaining Positive Atmosphere
Establishing Grievance Procedures
Exit Interviews
Analysis of Absenteeism and Turnover Rate
Ways to Write Informative Newsletters
Communication Techniques
Interview Process
Constructing Survey Instruments
Evaluation Procedures
Constructing Rating Scales
Techniques for Measuring Performance

Job Requirements for Staff Positions
Counseling Techniques
Establishing Job Value Standards
Recruitment of Staff
Sources of Supply for Finding Personnel
Writing Classified Advertisements
Job Descriptions
Numbers of Positions to be Filled
Standards of Performance
Ethics of Recruitment
Constructing Wage Scales
Interviewing Candidates
Interview Techniques
Good Communication Skills
Employment Documents
Ways to Measure Applicant's Verbal and Nonverbal
Skills
Applicant's Health Status
Ways to Stimulate Applicant Toward Employment
Developing Accurate Job Descriptions
Selecting Future Employees
Job Descriptions
Verification Methods of Employment History
Ways to Ensure that Qualifications of Candidates are
Well-Matched with the Job Requirements
Number and Type of Positions to be Filled
Wage and Salary Negotiations
Identification of Employment Needs
Providing Staff Development and Training Activities
Job Requirements
Methods to Identify Areas of Weakness to Improve
Employee Performance
Teaching Techniques
Available Training Materials
Evaluation Techniques of Training Effectiveness
Personnel Policies
Employee Benefits Programs
Employee Performance Standards
Writing Clear and Concise Policies and Procedures
Ways to Monitor for Continued Appropriateness
Predicting Overall Effect on Organization
Health and Safety
Insurance Coverage
Potential Safety Hazards and How to Correct Them
Devising Safety Incentive Programs
Safety Rules and Procedures

Pharmaceutical Services

- Ordering Supplies
- Proper Drug Handling
- Proper Drug Storage
- Proper Drug Administration
- Proper Drug Dispensing
- Proper Drug Recordkeeping
- Proper Drug Destruction

Rehabilitation Services

- Roles of all Rehabilitation Service Disciplines
- Community Rehabilitation Resources
- Evaluation Mechanisms for Determining Program Success

Resident Care

- Nursing Services
- Restorative Nursing
- Rehabilitation
- Medical Terminology
- Definition, Concept, Procedures of Nursing
- Infection Control Procedures
- Drug Administration

Safety Procedures and Programs

- Safety Codes
- Potential Hazards
- Proper and Adequate Lighting
- Safe Housekeeping Procedures
- Safety Devices
- Security Measures
- Fire and Disaster Plans
- Assessing Staff to Assign Responsibility for Specific Duties
- NFPA Guidelines
- Community Emergency Resources
- In-house Emergency Equipment
- Training Resources
- Evacuation Resources

Social Services

- Patient Rights
- Social, Emotional, and Financial Needs of Patients
- Interpersonal Relationships
- Social Worker Functions
- Spiritual Consultations
- Community, Local and State Resources
- Family Counseling
- Family Consultation
- Skill of Empathy
- Family Dynamics
- Grieving Process
- Death and Dying
- Psychology of Aging
- Group Dynamics

Social and Therapeutic Recreational Activities

- Community Resources
- Volunteer Equipment
- Program Evaluation Guidelines for Activities
- Therapeutic Recreational Needs of Patients
- Social Recreational Needs of Patients
- Medical Records
- Appropriate Medical Recordkeeping
- Appropriate Medical Recordkeeping Systems
- Appropriate Charting and Documentation